

DEPARTMENT OF MENTAL HEALTH & ADDICTION SERVICES

JOB OPPORTUNITY

**MAINTENANCE SUPERVISOR 1 (GENERAL)**

[PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!](#)

**Open To:** State Employees and the Public ([Please see Eligibility Requirements Below](#))

**Location:** Connecticut Valley Hospital ~ Administrative Support Services Division ~ Maintenance Dept. ~ Battell Hall ~Middletown, CT

**Job Posting No:** **CV-24444**

**Hours:** 1<sup>st</sup> shift ~ 7:00 a.m. to 3:00 p.m. ~ Monday through Friday

**Salary Range:** \$53,748.00 to \$68,827.00 Annually

**Closing Date:** March 27, 2015

**Eligibility Requirements:** Candidates must have applied for and passed the [Maintenance Supervisor I \(General\)](#) exam and be on the current certification list promulgated by the Department of Administrative Services for this classification. State employees currently holding the above title or those who have previously attained permanent status may apply for lateral transfer. [Applicants will not have the opportunity to take the exam prior to the above closing date to qualify for this particular vacancy.](#)

Duties include but are not limited to: Schedules, assigns, oversees and reviews the work of staff; provides staff training and assistance; conducts performance evaluations; determines priorities and plans crew work; establishes and maintains crew procedures; develops or makes recommendations on the development of policies and standards; acts as liaison with other operating units, agencies and outside officials regarding unit policies and procedures; prepares reports and correspondence; performs some of the more skilled duties involved; may estimate time, skills and material needed for proposed repairs or improvements; performs related duties as required.

**Special Requirements:** Incumbents in this class may be required to travel. Incumbents in this class may be required by the appointing authority to possess and retain appropriate current licenses, permits and/or certifications.

**Physical Requirements:** Incumbents in this class must have adequate physical strength, stamina, physical agility and visual and auditory acuity, and must maintain such physical fitness as to be able to perform the duties.

**Working Conditions:** Incumbents may be required to lift moderate to heavy weights; may be exposed to extreme weather conditions and to risk of injury from equipment. The appointing authority may require completion of an asbestos removal program consistent with EPA guidelines for operations and maintenance during employment in this class. Incumbents may be required to use protective equipment such as respirators and safety goggles.

**Note:** Applicants will be selected in accordance with reemployment, SEBAC, transfer, promotion, collective bargaining unit contract language, merit employment lists and DMHAS affirmative action goals. Therefore, State employees will generally be considered before applicants from outside State service.

**Application Instructions:** Due to the large number of lateral transfer forms and applications received, it is extremely important to note the **Job Posting Number (found on the posting)** on the DMHAS Lateral Transfer Request Form (**upper right-hand corner**) and at the bottom of Page One of the State of Connecticut Application for Examination or Employment (CT-HR-12).

**To be considered for this position:**

- **DMHAS employees who are lateral transfer candidates** (example: Maintenance Supervisor I – General - applying to a Maintenance Supervisor I – General - posting) must submit a completed DMHAS Lateral Transfer Form. Lateral Transfer Request Forms received without a position number will not be processed.
- **DMHAS employees who are promotional/demotional candidates** must submit the State of Connecticut Application for Examination and Employment (CT-HR-12). The position number must be noted at the bottom of Page One of the State of Connecticut Application (CT-HR-12).
- **All other applicants** must complete a State Employment Application for Examination and Employment (CT-HR-12). Resumes and Curriculum Vitae can be provided as supplemental information but will only be accepted if attached to a fully completed application.

EMAIL: [CVH-RECRUIT@CT.GOV](mailto:CVH-RECRUIT@CT.GOV) ~ FAX: (860) 262-5055  
Connecticut Valley Hospital  
Office of Human Resources ~ ATTN: Recruitment  
P.O. Box 351 ~ Middletown, CT 06457

**AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER**

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities. NP-2